

**Questions with New Jersey Department of Corrections (NJDOC) Responses  
Camden and Essex County Community Case Management Services  
for Ex-Offender, Non-Custodial Parents**

- 1) Q. What are the eligibility requirements to become a participant in the Responsible Parenting Program (RPP)?  
A. To be eligible, an offender must be assigned to one of the RPP designated sites and have a current child-support obligation.
- 2) Q. Is offender participation in the program voluntary or involuntary?  
A. Participation is voluntary.
- 3) Q. Are any attachments required other than a proposal narrative and project budget?  
A. In addition to the proposal narrative and annualized project budget, a separate project budget for start-up costs, a program organization chart and a list of backup staff are requested in the Request for Proposal (RFP). Additionally, several required forms are listed on page 16 of the RFP.
- 4) Q. Who determines the termination of case management?  
A. The termination of case management will be determined by the provider organization.
- 5) Q. If a RPP participant is not in full compliance with the agreed upon transitional plan, is there a possibility of a NJDOC or parole sanction?  
A. Since this is a volunteer program there will be no sanctions for non-compliance.
- 6) Q. Are there any restrictions on the nature of the charges that led to an offender's conviction?  
A. Certain offense types, such as arson, prohibit offender participation.
- 7) Q. Of the potential 150 RPP clients assigned to the Essex County post-release service provider, what is the maximum number of clients allocated to a case manager at any given time?  
A. The maximum number of active cases for a case manager is 30.
- 8) Q. Will the provider organization receive the offender's pre-release assessment and treatment plan to aid in post-release case management planning?  
A. With the offender's consent, the RPP social worker will provide the post-release case manager with pre-release assessment and treatment planning information.
- 9) Q. What is the required method of delivery for the proposal? Is there a deadline?  
A. The method of delivery is U.S. Postal Service, courier service, or hand delivery by May 7, 2008, 3 p.m. (Information provided in the RFP.)

- 10) Q. If a RPP participant is transferring directly from prison to a halfway house, when does the provider organization begin providing case management services?
- A. Offenders are eligible for services upon their release to the community. Provider organizations will be required to complete a post-release case management plan 30 days prior to the offender's release from a halfway house.
- 11) Q. Aside from the examples in the RFP, how is NJDOC measuring the success of this program, or is that for the provider organization to define?
- A. Information for measurement of success is provided in the RFP (Reporting Section). Reporting measures may be further defined by the New Jersey Department of Human Services (NJ DHS) during the project period.
- 12) Q. What is the expected role of backup staff?
- A. Backup staff with knowledge of the program should be identified so no lapse in services will occur in the event of absence or vacation of project personnel.
- 13) Q. There is a provision for a NJDOC background check. Is there a cost for this check that would be out of pocket for the provider organization? How long does it take for a criminal background check to be returned?
- A. The background checks will be at no cost to the provider organization. It is anticipated that the process will take approximately 2-3 weeks. However, the timeframe varies based on the individual case.
- 14) Q. Is there a page limit for responses to the RFP?
- A. There is no page limit.
- 15) Q. Do you require that the response be double-spaced or single-spaced?
- A. Double-spaced is preferred, but not required.
- 16) Q. Please provide some information about the demographics of the ex-offender population to be served (e.g., age, type of offense committed, years/months incarcerated, and number of children).
- A. The ex-offender population being served consists of male inmates at Riverfront and Northern State Prison who will reside in Camden and/or Essex County upon release. Eligible offenders will also have open child support cases and volunteer for the program. However, the demographics of these offenders vary.
- 17) Q. Have data collection instruments been developed to assist with case management of the population to be served?
- A. Data collection instruments are being redefined for this pilot program.
- 18) Q. What follow-up is done with regard to offenders who drop out of the program?
- A. The program is strictly voluntary and there will be no follow-up.
- 19) Q. Is there an automated case management system in place that captures information on the offenders served by the program?
- A. Unfortunately, there is no such case management system.

- 20) Q. How can provider organizations address safety and security concerns in dealing with the targeted population?
- A. At the provider organization's discretion, the proposed project budget may include training for project staff in the areas of safety and security. However, offenders are aware that any actions that would threaten the safety and security of the service providers would be grounds for the filing of criminal charges.
- 21) Q. Will all the potential program participants receive pre-release services?
- A. All potential program participants will receive these services.
- 22) Q. How long is the pre-release program, and at what point in the offender's term of incarceration is the program first offered?
- A. The timeframe for pre-release program participation varies based on the individual offender's case. Once the NJDOC is notified by the NJDHS Office of Child Support Services of an open case, the program is offered to the offender.
- 23) Q. Is there a ceiling to the administrative costs for the budget?
- A. Administrative costs are subject to a 15 percent cap.